

Header Checklist

Patent # 05786459

K ☒ P ☒

REMEMBER: COUNT REFERENCES BEFORE KEYING OR PROOFING

CHECKLIST

Continuing Data/ADS – Don't forget to check ADS if present

Terminal Disclaimer – "IFW" Look on the Table of Contents(TOC)

Foreign Priority – Check PTO 37 or 326, check BIB for yes/no
check Oath for claim of priority

Text Endorsement – All should be getting this number from the specification.

JACKET

Foreign Priority – Always use MIN/MAX list for style and Certified copy for number

Title – Follow Manual for Style Rules cross-reference with specification

Examiner – If an examiner's name is illegible, refer to the following documents:

A) Blue Slip B) Notice of Allowability C) PTOL 85 D) Reference
Documents/Examiner's Stamp

BIB/BLUE SLIP

Int'l Class/Subclass – QA if number is illegible DO NOT ASSUME

Independent Claims – Slow down and take your time picking it up.

FIELD OF SEARCH

Class/Subclass – Key what you see as best as possible, check file copies for answers,
QA what you can't find. If there are two or more pages carefully
search to ensure that all numbers are captured.

CONTINUING DATA/PCT

Continuing Data – Verify data to see if it matches the BIB and SP

Publication Date – Check both the DO/EO and Gazette for date.
PCT information both keyers and proofers should be researching.

REFERENCES

U.S. Ref. – Make sure you're typing the correct numbers and their class and subclass

Foreign Ref. – Key as you see it, do not pick up any commas

Other Ref. – Remember style rules (Use Manual).

REMEMBER CHECK FOR EXTRA REFERENCE PAGES
CHECK VALIDATION SHEET FOR ERRORS THAT SHOULD BE PRIFed